

DD/A 78-3346/3

6 OCT 1978

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

FROM : Michael J. Malanick
Associate Deputy Director for Administration

SUBJECT : Grievance System

1. During a recent EAG meeting, it was agreed to make certain improvements in the employee grievance system. As a result there will be established a Directorate level group of nine officers from which an employee, whose grievance has not been resolved through the normal chain of command through the DDA level, may choose a panel of three. This panel will seek a resolution of the employee's grievance and will be the final Directorate effort at a solution prior to the employee appealing the case to the Inspector General. It is emphasized that this Directorate group is in addition to the current grievance procedures and does not diminish the role of the Office and Directorate grievance officers.

2. We ask that each Sub-group nominate NLT 13 October two candidates for service on the Directorate grievance group. Candidates may range in grade from GS-07 to GS-15. Sub-group grievance counsellors should not be nominated.

3. We will select one nominee from each Sub-group. Service on the group will not have an expiration date but as members become unavailable for further service, the respective Sub-group will nominate a replacement.

4. Additionally, it is appropriate to update the DDA Notice appointing Sub-group grievance counsellors. Please provide the name, telephone number and location of your current grievance counsellor to the DDA/CMO.

7s/ Michael J. Malanick

Michael J. Malanick

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